



PERMANENT FULL TIME JOB - LOWER MAINLAND

Posted on September 20, 2024

Company Name: ASR Law

Job Expires: 2025-04-19

Job Location: Surrey BC

Job Salary: \$28.85 / hour

Legal Administrative Assistant

ASR Law specializes in high-volume practice, supported by a dedicated team ready to address even the smallest of needs promptly. Our foundation is built on hard work and dedication, with a commitment to meeting critical deadlines, even working around the clock when necessary. Our practical approach seeks resolution, whether through litigation or compromise, always prioritizing client convenience. Located in Surrey, our accessible ground-floor office offers extended weekday hours and weekend availability as required.

This role is ideal for someone who is interested in full-time, rewarding work and enjoys engaging in a variety of tasks. As a small law office, there is opportunity to create meaningful relationships and learn more about the field of law.

Job details

Location: Surrey, BC

Salary: \$28.85 / hour

Vacancies: 1 Vacancy

Start date: As soon as possible

Job requirements

Languages: English

Education: Secondary (high) school graduation certificate

Experience: 6 months

Work Conditions and Physical Capabilities

Ability to multitask, Excellent oral communication, Flexibility, Client focus, Reliability,





Organized, Excellent written communication, Team player, Accurate

Job Type: Full-time

Schedule:

- Monday to Friday 9am - 5pm

Responsibilities:

- Assisting the immigration counsels/consultants in preparing legal documentation and case files.
- Prepare applications and organize supporting documents;
- Draft and prepare application forms, and explanation letters;
- Follow-up and check application statuses, Communications with vendors and authorities;
- Conduct research on IRB policies, practices, and case law;
- Contact clients with requirements;
- File management, and client data recording in officio; and
- Perform other general and administrative duties as required

Attributes

- Positive, friendly and efficient manner
- Professional and sensible
- Well organized and able to successfully work on multiple projects, occasionally under pressure
- Sensitive to the needs of people of all ages, cultures and lifestyles
- Strong multitasking skills
- Compassionate and patient

How to apply

By email: jobs.asrlawgroup@gmail.com

Intended job posting audience

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

